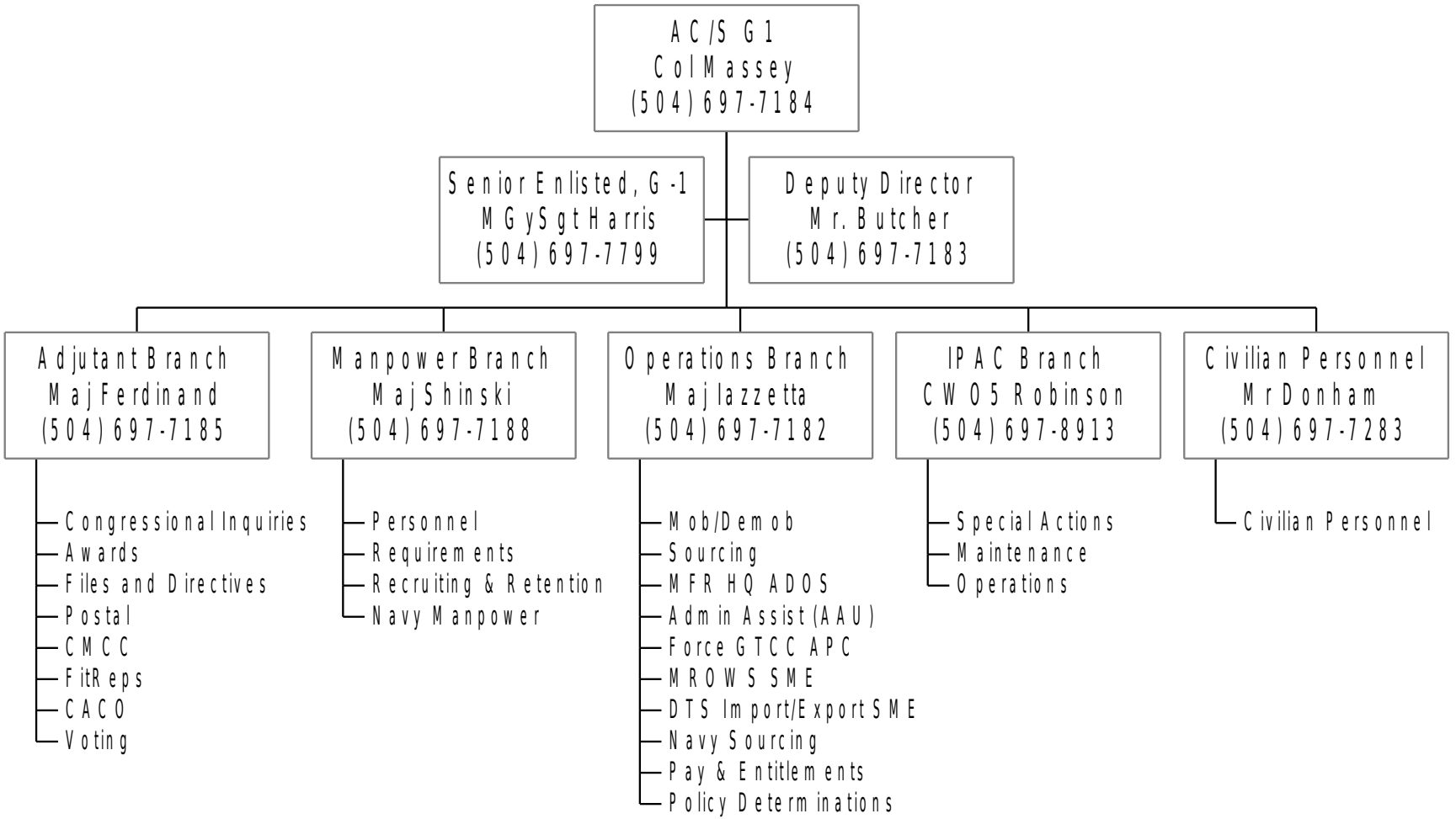
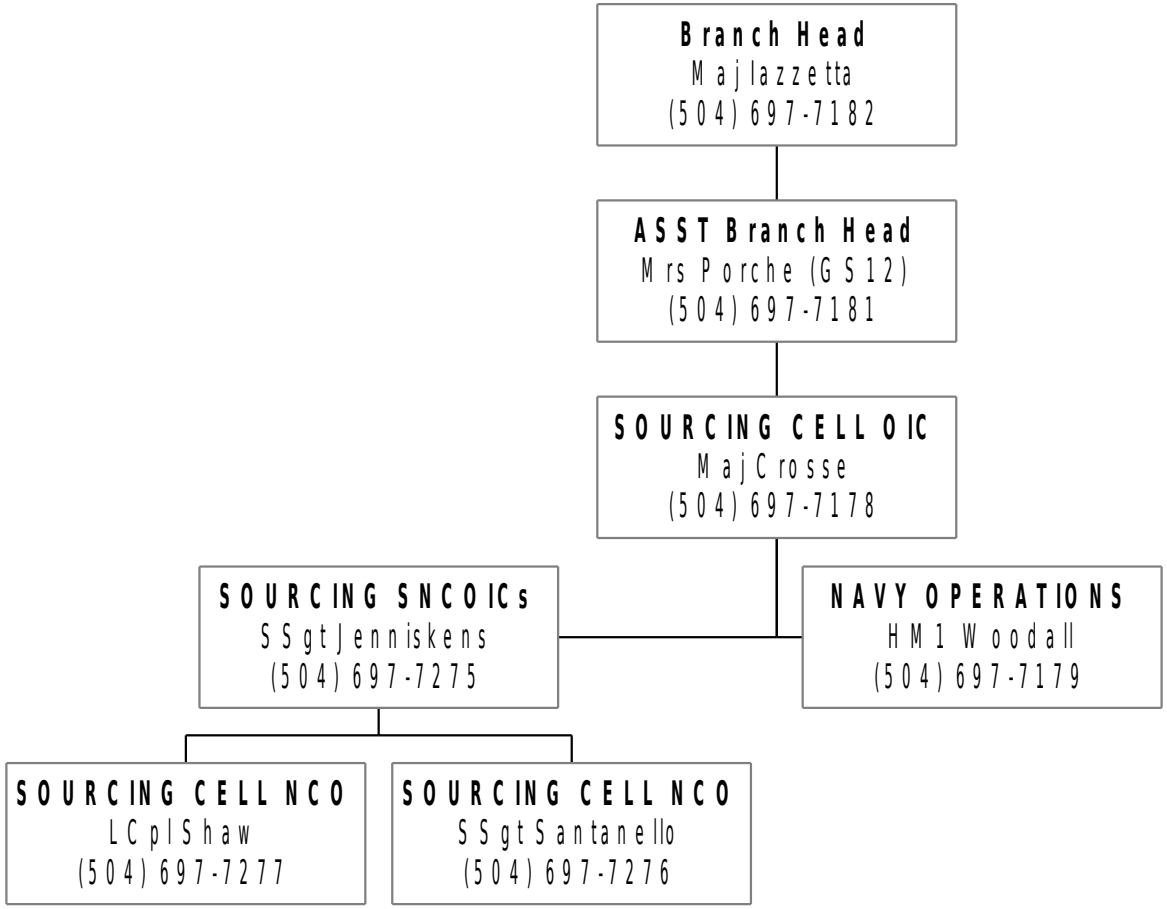
Marine Forces Reserve Admin Assist Unit(AAU) Overview

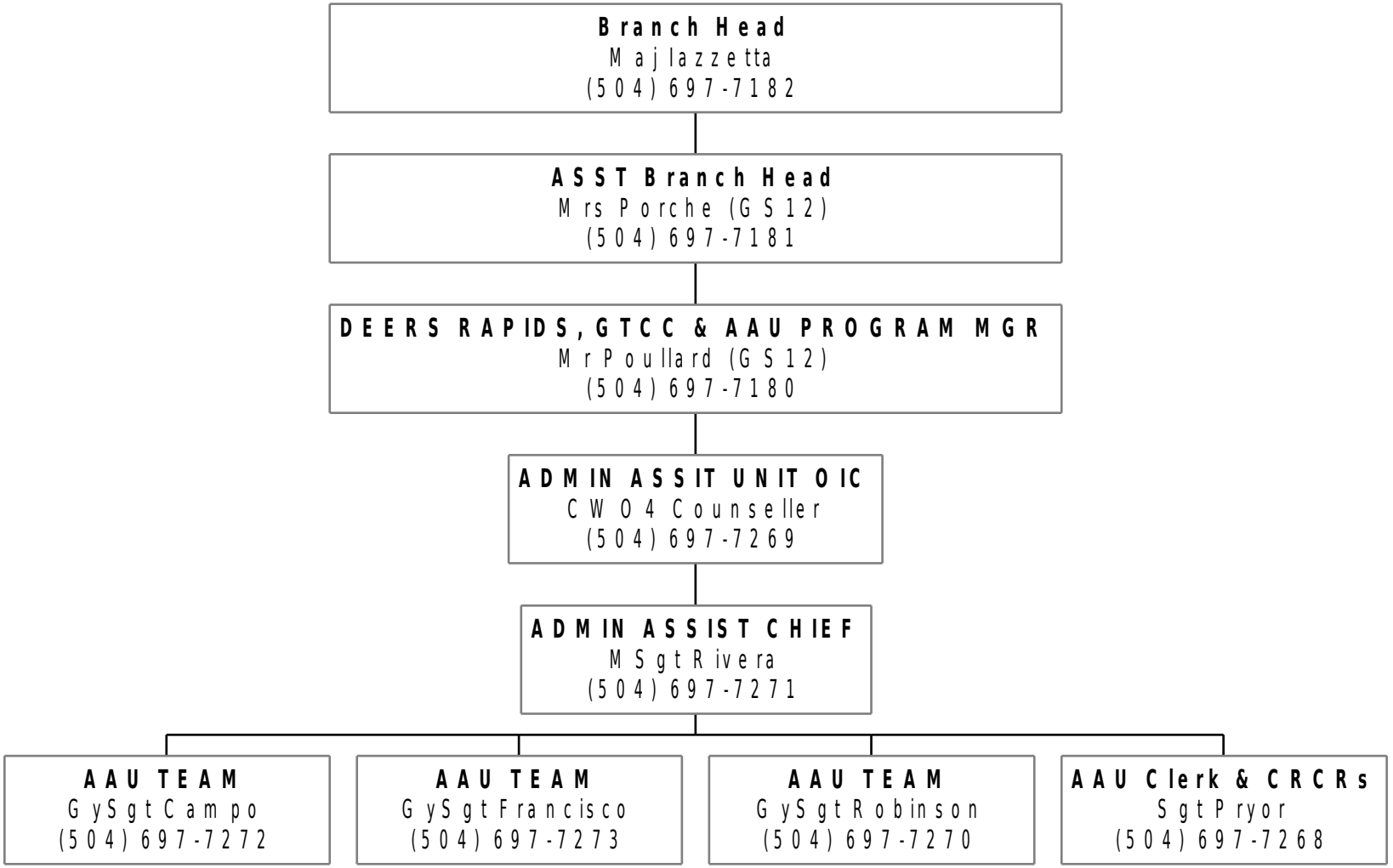
MFR G-1


AC/S G1
Col Massey
(504) 697-7184
Senior Enlisted, G-1
MGySgt Harris
(504) 697-7799
Deputy Director
Mr. Butcher
(504) 697-7183
Adjutant Branch
Maj Ferdinand
(504) 697-7185
Congressional Inquiries
Awards
Files and Directives
Postal
CMCC
FitReps
CACO
Voting
Manpower Branch
Maj Shinski
(504) 697-7188
Personnel
Requirements
Recruiting & Retention
Navy Manpower
Operations Branch
Maj Iazzetta
(504) 697-7182
Mob/Demob
Sourcing
MFR HQ ADOS
Admin Assist (AAU)
Force GTCC APC
MROWS SME
DTS Import/Export SME
Navy Sourcing
Pay & Entitlements
Policy Determinations
IPAC Branch
CWO5 Robinson
(504) 697-8913
Special Actions
Maintenance
Operations
Civilian Personnel
Mr Donham
(504) 697-7283
Civilian Personnel

Operations and Plans Branch



Operations and Plans Branch



Admin Assist Unit Mission

To Provide training, education, and assistance to all matters pertaining to personnel administration, policy implementation, and basic administrative processing to the force.

AAU Responsibilities

- Direct Liaison w/MCCSSS, Camp Johnson
  - Personnel Admin School
- Direct link w/MCAAT and G-7(FRAAP & CGI Inspections)
- Force support concerning Personnel Admin
  - Policy interpretations & Procedural implementation
  - Determinations governing pay and allowances
- MARFORRES – HL3 (GTCC APC)
  - Force Policy Letter 2-09
- DEERS Project Office

AAU Responsibilities

- Provide on-site assistance for personnel admin support
  - FRAAP
  - CGI
  - MCAAT
  - Activation/Deactivation
- AAU OMB
- DMM (request for correct/Wavier)
- Host MFR Administration Symposium
- Brief at numerous symposiums/conferences
  - MCAAT
  - ILOC
  - MFR
  - 1stSgt/SgtMaj/I&I/Commanders Conferences

Administrative Assist Overview

- Admin Assist
  - Not be oriented strictly around the checklists
  - REFERENCE BASED GUIDANCE!!
  - Emphasis on procedures and turnovers
  - Also inquire about
    - Filing
    - Tracking
    - Program Access

PROGRAMS

MCMEDS
DMM
DTS
Citibank
MCEAS
MROWS
DTMS
EDA
UDMIPS
DTOD
ODSE

MOL
Promotions
Leave
- ReportNet
- UMSR
- OMPF

3270
M&RA Website
- APES

SharePoint
- AAU Website**

ELECTRONIC RECORDS PROCEDURES

Electronic Records

Marine Online Permissions (Active/Reserve RUCS)

UMSR

OMPF

Electronic Records

Auditing SRB's/OQR's

Common Errors

BIR
VA Waiver
W-4
DD Form 2058/2058-1
DD Form 214/215
NAVMC118(3)
Official Rebuttals

Bonus/LSL
Paperwork
NAVMC118(11)
RED
SGLI
FSGLI

POINTS OF CONTACT

Send questions to OMB
MFRAAU@USMC.MIL

Check out our website FAQ for answers
http://www.marines.mil/unit/marforres/MFRHQ/G1/Operations/AAU/AAU.aspx

Available by phone (Use the Chain of Command)
(504) 697-7272 / 7273 / 7268 / 7269 / 7270

QUESTIONS

??????????